



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
SPECIAL EXECUTIVE COMMITTEE MEETING
Tuesday, October 21, 2025 at 12:00 p.m.
Panian Conference Room**

Committee Members: Marice H. DePasquale, President
Shawn Dewane, Vice President
Paul E. Shoenberger, P.E., General Manager
Denise Khalifa, Chief Administrative Officer

PUBLIC COMMENTS

Items Not on the Agenda: Members of the public are invited to address the Board regarding items which are not appearing on the posted agenda. Each speaker shall be limited to three minutes. The Executive Committee will set aside 30 minutes for public comments for items not appearing on the posted agenda.

Items on the Agenda: Members of the public shall be permitted to comment on agenda items before action is taken, or after the Executive Committee has discussed the item. Each speaker shall be limited to three minutes. The Executive Committee will set aside 60 minutes for public comments for items appearing on the posted agenda.

PRESENTATION AND DISCUSSION ITEMS:

Items recommended for approval at this meeting may be agendaized for approval at a future Board meeting.

NONE

ACTION ITEMS:

1. Travel and Business Expense Reimbursement Policy

REPORTS:

2. Future Agenda Topics
3. Report of the General Manager
4. Directors' Reports and Comments



In compliance with California law and the Americans with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please call the District Secretary at (949) 631-1205. Notification 48 hours prior to the meeting will enable Mesa Water District (Mesa Water®) to make reasonable arrangements to accommodate your requests.

Members of the public desiring to make verbal comments using a translator to present their comments into English shall be provided reasonable time accommodations that are consistent with California law.

*Agenda materials that are public records, which have been distributed to a majority of the Mesa Water Board of Directors (Board), will be available for public inspection at the District Boardroom, 1965 Placentia Avenue, Costa Mesa, CA and on Mesa Water's website at **www.MesaWater.org**. If materials are distributed to the Board less than 72 hours prior or during the meeting, the materials will be available at the time of the meeting.*

ADJOURNMENT



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MEMORANDUM

TO: Executive Committee
FROM: Anthony Phou, Controller
DATE: October 21, 2025
SUBJECT: Travel and Business Expense Reimbursement Policy

RECOMMENDATION

Recommend that the Board of Directors adopt Resolution No. XXXX Revising the Travel and Business Expense Reimbursement Policy Superseding Resolution No. 1579.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

At its April 12, 2023 meeting, the Board of Directors (Board) adopted Resolution No. 1579 Revising the Travel and Business Expense Reimbursement Policy Superseding Resolution No. 1552. Key updates included revisions related to the Maximum Per Diem Allowance, eligible expenses and receipts.

At its April 10, 2024 meeting, the Board received an Information Item regarding the Travel and Business Expense Reimbursement Policy; no changes were made.

DISCUSSION

Staff will bring forward a draft of Resolution No. XXXX with recommended changes at the October 21, 2025 Executive Committee meeting.

FINANCIAL IMPACT

Travel and business expense costs are budgeted each fiscal year, per department under staff development and conference expenses.

ATTACHMENTS

None.



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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: October 21, 2025
SUBJECT: Future Agenda Topics

RECOMMENDATION

Review future agenda topics.

STRATEGIC PLAN

Goal #1: Provide an abundant, local, reliable and safe water supply.
Goal #2: Perpetually renew and improve our infrastructure.
Goal #3: Be financially responsible and transparent.
Goal #4: Increase public awareness of Mesa Water.
Goal #5: Attract, develop and retain skilled employees.
Goal #6: Provide excellent customer service.
Goal #7: Actively participate in regional and statewide water issues.
Goal #8: Practice continual business improvement.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Staff will provide a list of future agenda topics at the Executive Committee meeting.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

REPORTS:

3. REPORT OF THE GENERAL MANAGER

REPORTS:

4. DIRECTORS' REPORTS AND COMMENTS